

# Scotlyn Davis's Resume

## Scotlyn Davis

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## Education

2024 - present **Brigham Young University—Idaho, Rexburg, ID**

- Bachelor of Science in Accounting
- Data Science Certificate

## Work Experience

April 2025 - September 2025 Executive Assistant, *High Caliber Multi-Family*, Surprise, AZ  
- Audited capital expenditure budgets for a large multi-family property, identifying variances of over \$50,000 - Developed and recorded SOPs for setting up new property businesses in QuickBooks Desktop

April 2024 - August 2024 Accounting Intern, *JJ Swart & Co., LLC*, Sun City, AZ - Performed bookkeeping services as part of a team of five, including entering and reconciling monthly client statements in QuickBooks Desktop - Ensured proper assembly and filing of more than 100 client folders and corrected 50 instances of missing engagement letters in coordination with coworkers

## **Skills**

- MS Excel
- Attention to detail
- Organization
- Teamwork
- Communication
- Time management

## **Volunteer Experience**

March 2022 - March 2024 Full-time Volunteer Representative, *The Church of Jesus Christ of Latter-day Saints*, Tampa, FL - Developed strong social skills and phone etiquette through in-person and phone interactions with 30-50 contacts daily - Led weekly training meetings in two newly formed volunteer teams over a period of 12 weeks, fostering unity among team members - Learned new system of volunteer metric reporting and goal setting in six key indicators, leading to a decrease in weekly reporting delays by 50%

June 2017 - October 2017 Organizer & Manager, *Eagle Scout Community Service Project*, Goodyear, AZ - Increased available project preparation time by one week through careful, intentional planning of logistics and written communication with volunteers - Organized volunteers through effective verbal communication to reduce project execution time by 50%